

Online Reporting Portal Access

A **Business BCeID** is required to access the reporting portal and submit reports:

- The organizations that received the funding must be registered with BCeID.
- Each organization's Business BCeID account will include an authorized contact (Account/Profile Manager) to act on behalf of the organization.
- The organization's authorized contact (Account/Profile Manager) must assign a unique user account and password to any individuals/consultants within their organization that will be using the Business BCeID.
- Consultants acting on behalf of multiple organizations must acquire a unique user account from each organization that they are reporting on behalf of.

Find Your Organization's Business BCeID

To verify that your organization is already registered with a Business BCeID, please search for your organization at:

<https://www.bceid.ca/directories/whitepages/>.

If the name of your organization appears in the results list, the organization has a Business BCeID:

- Click on the hyperlink for your organization in the "Legal Name" column.
- Type in the Security Control text when prompted and click "Continue".
- Business BCeID details will be displayed for all of the organization's users and will also show those who have been assigned the Account or Profile Manager roles.
- Contact the Account or Profile Manager within your organization to request creation of a unique Business BCeID for you to use.
- Once you have a unique Business BCeID, you will be able to access the reporting templates (linked below) and submit a report on behalf of your organization.

Register Your Organization for a Business BCeID

If the name of your organization does not appear, and an Account/Profile Manager does not exist, then a person authorized to act for your organization must complete the following steps to register the organization (the organization can only be registered once):

- Visit: <https://www.bceid.ca/register/>
- Select "Register for a Business BCeID"
- Complete all 5 steps of the application process. Registration can take approximately 2 weeks once all steps are completed correctly.
- Once the organization's registration has been confirmed, BCeID accounts will be created and Account Manager and Profile Manager roles can be assigned.
- Go to <https://www.bceid.ca/directories/whitepages/> and search for your organization to confirm that the registration process has been completed.

Once an Account/Profile Manager is in place for the organization, this person can assign individual BCeID user IDs for the organization by completing the following steps:

- Log in to <https://www.bceid.ca/>
 - The login button is in the top right corner
- Click "Manage Account"
- Select "Business Preferences"
- Select "I consent to BCeID sharing my business contact information with Online Services registered with BCeID."

	<ul style="list-style-type: none"> • Assign Business BCeIDs to individual users as needed.
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BCeID Support

For questions related to BCeIDs (account information and registration), contact the BCeID Helpdesk*:

- 1-888-356-2741 (Canada and USA toll free)
- 604-660-2355 (Within lower mainland or outside of Canada and USA)
- Online support form: https://www.bceid.ca/help_request/default.aspx?referrer=R%2f1

**Open Monday to Friday (except statutory holidays) from 7:30 am to 5 pm PT / 8:30 am to 6 pm MT.*